Hazlewood Exemption

Institution of Higher Education Database Manual

TEXAS VETERANS COMMISSION

"Helping Veterans Starts Here"

Revision Date: 08/21/2020

Overview

The https://hazlewood.tvc.texas.gov/institutions web application is the user interface for institutions of higher education to interact with the Hazlewood database. Among its features are interfaces for users to submit Hazlewood student data either by a specified file format or by a web form and to view data related to the submission report. There are also, interfaces for view Hazlewood records by students and service members.
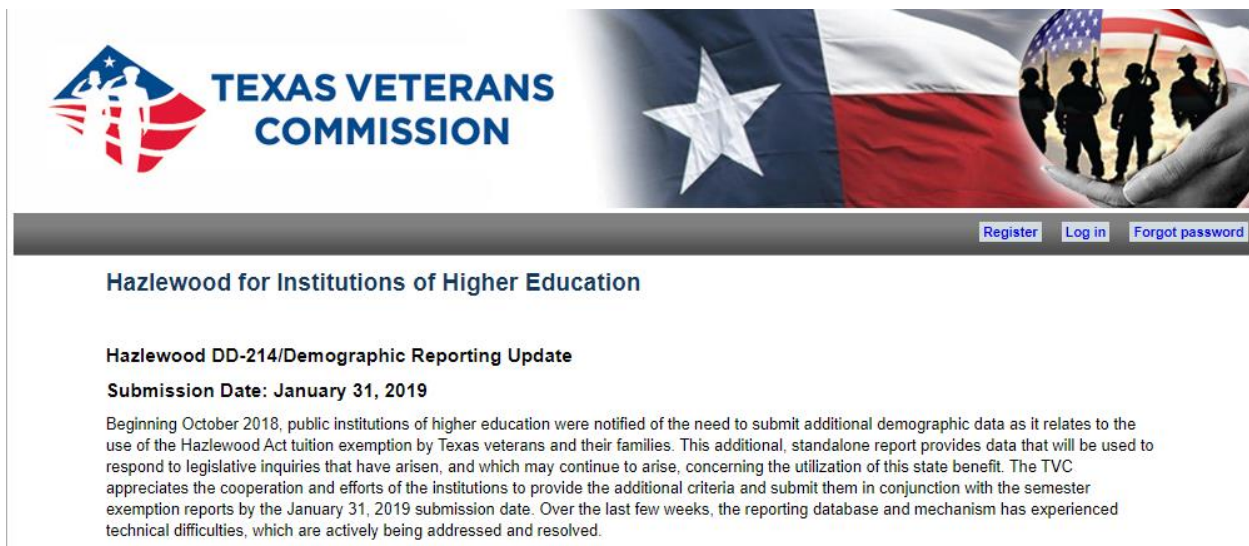
The application will work with many web browsers including recent versions of Internet Explorer, Firefox and Chrome it is not optimized for browsers on mobile devices. As there are many versions and configuration combinations, the best thing to do is try the browser that you have. Report any issues that you cannot resolve. Make sure your browser supports the Transport Layer Security (TLS) protocol, it secures the connection between your browser and the application server.

The application requires institutions to assign roles to its users. The administrator assigns user role, submits, update and delete student and veteran's records. The submitter submits, update and delete student and veteran's records. The reviewer reviews student and veteran's records. Each user must register and be assigned a role by the administrator. The initial user with the administrator role, can only be assigned by Texas Veterans Commission Hazlewood department. Thereafter, the administrator may assign any role to any number of users as well as delete those users at their institution.

User Registration

All users at an institution of higher education must register and be assigned a role. To register:

1. Visit https://hazlewood.tvc.texas.gov/institutions with a compatible web browser. The page should look like the screenshot below:

TEXAS VETERANS COMMISSION

Register   Log in   Forgot password

Hazlewood for Institutions of Higher Education

Hazlewood DD-214/Demographic Reporting Update

Submission Date: January 31, 2019

Beginning October 2018, public institutions of higher education were notified of the need to submit additional demographic data as it relates to the use of the Hazlewood Act tuition exemption by Texas veterans and their families. This additional, standalone report provides data that will be used to respond to legislative inquiries that have arisen, and which may continue to arise, concerning the utilization of this state benefit. The TVC appreciates the cooperation and efforts of the institutions to provide the additional criteria and submit them in conjunction with the semester exemption reports by the January 31, 2019 submission date. Over the last few weeks, the reporting database and mechanism has experienced technical difficulties, which are actively being addressed and resolved.

2. Click on the "Register" link. The registration page should look similar to this screen shot:

3. Complete all fields. Please take care to understand the instruction about passwords.
4. Click the "Register" link button at the bottom. If you have missed any fields, notes will appear by the text box. For example:

5. To complete registration, you will be instructed to check your e-mail to activate your account:

6. After activating your account, notify the administrator at your institution. If your institution doesn't have an administrator, contact Texas Veterans Commission Hazlewood department to assign you a role.

Logging in

To access any functionality within the application, the user must first log in:

1. Visit https://hazlewood.tvc.texas.gov/institutions with a compatible web browser.

2. Click on the "Log in" link. The resulting page should look similar to this screen shot:

Hazlewood login for institutions of higher education

User name

Password

☐ Remember me?

Log in

Register if you don't have an account.

3. Enter your username and password and click the "Log in" link.
4. The page you will see next depend on your assigned roles.
5. Should you forget your password, click on the "Forgot Password" button on the menu bar.

Assigning User roles

The application recognizes three roles: administrator, submitter and reviewer. The administrator may assign any role to any registered user at their institution. To assign a role:

1. Log in (see Logging in). Upon successful log in, click on the "User Roles" link button. You should be taken to a page that looks similar to this screen shot:

| Main | | | | 123456 peter.donton Log off |

User List

Username	FullName	Phone	Roles		
charles.bryant	Charles Bryant	512-463-8189	administrator	Delete	Edit
peter.donton	Peter Donton	5124632791	administrator, reviewer, submitter	Delete	Edit

    a. To delete a user, click on the "Delete" button at the end of the user's row. This will completely delete the users account.

2. Find the user whose role you would like to change.
3. Click on the "Edit" button at the end of the user's row. The row should expand to look similar to this screen shot:

User List

Username	FullName	Phone	Roles	
charles.bryant	Charles Bryant	512-463-8189	administrator	administrator ▾ ⊗ **Add role** ○ **Remove role** Update Cancel
peter.donton	Peter Donton	5124632791	administrator, reviewer, submitter	Delete Edit

4. In the drop down list box, select the role you would like to assign to the user.
5. Click on the "Add role" radio button. Similarly, click on the "Remove role" radio button to remove a role.
6. Click on the "Update" button. The user should now have the desired role.

Submission of Data File

Reporting Period	Report Due Date
Fall	January 31st
Spring	June 30th
Summer	September 30th

Submitting a student exemption record with a web browser form

Data for a student exemption records may be submitted with a compatible web browser. The user must have the submitter role. To submit a record:

1. Log in (see Logging in). Upon successful log in, you should be taken to a page that has link buttons for "Submission Report", "Submit Exemption", "Submit DD214" and "File Upload".
2. Click on the "Submit Exemption" button. You should be taken to a page that looks like this screen shot:

Submit Exemption Report

Enter all required fields and click submit. Correct any errors until accepted.

Recipient SSN (#########)

Recipient last name

Recipient first name

Recipient middle initial

Recipient Zip code

Recipient date of birth (MMDDYYYY)

3. Populate all fields. The fields correspond to fields in the Hazlewood Exemption data record format and perform the same edit checks.
4. Click the "Submit" link button at the bottom of the form. If any field fail edit checks or otherwise cause the record to be rejected, a message between the field name and its associated text box should appear, notifying you of the reason. For example:

Type of hours used
Hours Type must be 1, 2, 3, or 4

Select type of hours used

Value of exemption (#####)
Dollar Value must be greater than $20

1000

5. Correct all fields and repeat step 2 and 3 as necessary. When a record is accepted, a message will appear indicating success. The form will reset and ready for the next record.
6. Make sure that the service member and the legacy child can not utilize the hazlewood hours for the same semester and for the same academic year.

Submit Exemption Report

Enter all required fields and click submit. Correct any errors until accepted.

Service Member and Legacy child can not utilize the hazlewood hour for the same semester and for the same academic year

Submitting a DD214 record with a web browser form

Data for a DD214 record may be submitted with a compatible web browser. The user must have the submitter role. To submit a record:

1. Log in (see Logging in). Upon successful log in, you should be taken to a page that has link buttons for "Submission Report", "Submit Exemption", "Submit DD214" and "File Upload".

2. Click on the "Submit DD214" button. You should be taken to a page that looks like this screen shot:

Submit DD214 Report

> Enter all required fields and click submit. Correct any errors until accepted.

Service member SSN (#########)

Service member date of birth (MMDDYYYY)

Service member first name

Entry Date (MMDDYYYY)

Separation Date (MMDDYYYY)

Home of record city

Home of record state (2-letter postal abbrev.)

Place of entry city

3. Populate all fields. The fields correspond to fields 18 - 36 in the CSV Format Data Record Structure and perform the same edit checks.

4. Click the "Submit" link button at the bottom of the form. If any field fail edit checks or otherwise cause the record to be rejected, a message between the field name and its associated text box should appear notifying you of the reason. For example:

Branch

DD214 Branch, Component or Character of Service is out of range

Select Branch ⌄

Component

DD214 Branch, Component or Character of Service is out of range

Select Component ⌄

Service Character

DD214 Branch, Component or Character of Service is out of range

Select Service Character ⌄

Submit   **Please check fields for error messages**

5. Correct all fields and repeat steps 2 and 3 as necessary. When a record is accepted, a message will appear indicating success. The form will reset, you are now ready for the next record.
6. To delete a DD214 record:
    a. Enter the service member SSN, date of birth, first name, entry and separation date.
    b. Upon entering the separation date, the form will populate with the rest of the DD214 data if it is found. The delete button will also appear.
    c. When you are sure, click the delete button to remove that DD214 record.
7. To modify a DD214 record, first delete it (step 6) then enter a new record (step 1).

Submitting student exemption records and DD214 records with a file

Data files in the THECB format for student exemption records and CSV Format for DD214 records may be submitted with a file. The format of the file is specified to the "STUDENT DATA FILE LAYOUT" and "Hazlewood Exemption and Veteran Data Record Format" at the end of this manual. The user must have the submitter role. To submit a file:

1. Log in (see Logging in). Upon successful log in, you should be taken to a page that has link buttons for "Submission Report", "Submit Exemption", "Submit DD214" and "File Upload".

2. Click on the "File Upload" link button. You should be taken to a page that looks similar to this screen shot:

COMMISSION

Main   File Report   Submission Report

Upload Exemption Report

Browse to the student exemption report file and click the submit button.

[   ] Browse...

Submit

3. Click on the "Browse…" button. A file chooser dialog should appear. Note this may look slightly different in some browsers.
4. Navigate and select your Hazlewood student data file with the file chooser.
5. Click "Open" or similar button on the file chooser dialog. The file chooser dialog should dismiss itself.
6. Click the "Submit" button. If there are immediate issues with the file, a message should appear indicating reason. For example:
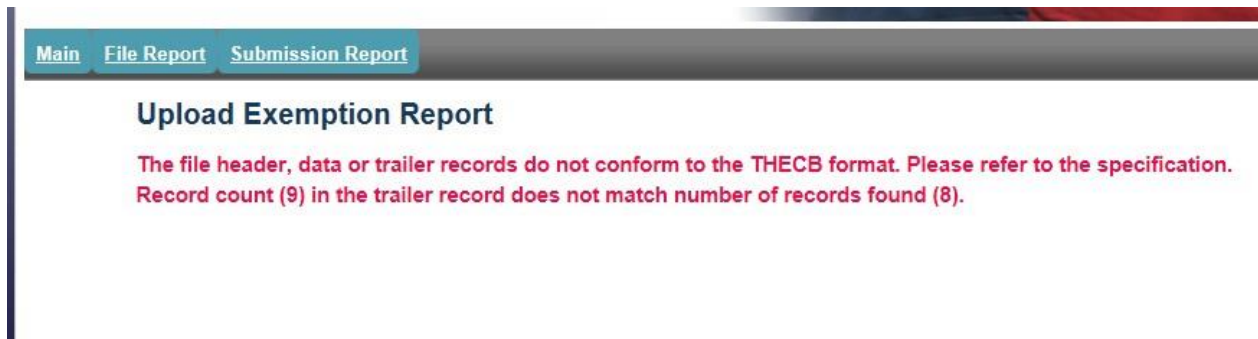
7. After uploading the CSV file if the file is missing any mandatory records then the following message will appear "Error uploading file… Click Here to see the errors highlighted grid", please click on the "click here" link to review missing data.

8. The highlighted columns shown in the below screenshot represents that mandatory values are missing in the file that is being uploaded.

														15 - Is Recipient a		17 - Is Child/Spouse a Current Texas Resident? Is
											12 - Type	13 - Value	14 - Recipient's Relation to	Dependent of a	16 - Is Recipient/Service	Veteran
1 - Record Code (@D)	2 - Recipient's SSN Number	3 - Recipient's Last Name	4 - Recipient's First Name	5 - Recipient's Middle Initial	6 - Recipient's Zip Code	7 - Recipient's Date of Birth	8 - Fiscal Year of Award◆	9 - Semester of Award◆	10 - Hazlewood Hours Used	11 - Federal Hours Used	of Hours Used	of Hazlewood Exemption	Service Member	Service Member?	Member in Default on a Student Loan?	Currently Residing in Texas?
			Savannah	J	447116	4151988	2020	1	6	0	1	256167	0	N	N	Y
			Steven		794234447	4011980	2020	1	9	0	1	383150	0	N	N	Y
			Brooke	C	794151700	11061989	2020	1	12	0	1	531500	0	N	N	Y
			Samuel	J	763671041	11241989	2020	1	13	0	1	536775	0	N	N	Y

9. Correct any issues with the file and repeat steps 1 thru 8 until a message indicating successful receipt of the file. See screenshot below:

File Upload

The file was received. Please navigate to the file report page for its status.

a. Allow sometime after submitting, for the system to process the file. The submitter will receive an email notification when a submitted file has been completed. The system will allow only one incomplete file at a time.

10. To view file status, click on the "File Report" button. You should be taken to a page like the screenshot below:

File Report

Id	Filename	Submit Date	Submit By	Status	Accepted	Rejected	Total
3303	fall 2020.csv	7/10/2020 8:46:14 AM	raghu.b	Completed	2	36	38
3199	003646_19FA_Hazlewood_DD214(2).csv	1/15/2020 1:38:27 PM	sam.cook	Completed	10	0	10
3162	003646_hazlewood.xyz	12/13/2019 2:24:07 PM	sam.cook	Completed	1	0	1
3156	003646_hazlewood.xyz	12/11/2019 12:24:43 PM	sam.cook	Completed	458	1	459
3152	003646_hazlewood.xyz	12/6/2019 4:17:15 PM	sam.cook	Completed	443	17	460
3012	003646_19SU_Hazlewood_End_of_Term.csv	8/21/2019 12:10:55 PM	sam.cook	Completed	11	1	12
2980	003646_19SU_Hazlewood_2.csv	7/12/2019 5:05:28 PM	sam.cook	Completed	448	3	451
2973	003646_19SU_Hazlewood.csv	7/5/2019 12:54:31 PM	sam.cook	Completed	448	12	460
2883	003646_19SP_Hazlewood_End_of_Term.csv	6/7/2019 2:07:02 PM	Sam.cook	Completed	720	0	720
2864	003646_19SP_Hazlewood_End_of_Term.csv	5/31/2019 1:14:51 PM	Sam.cook	Completed	732	14	746

First 1 2 3 4 5 ... Last

a. Each row is a file that was submitted.
b. The Status column show the current process state of the file. There are three possible states: received, processing, and completed.
c. When the file status is completed. The accepted, rejected and total columns show how many records have been accepted and rejected, out of the total records found in the file. NOTE: The accepted, rejected and total columns are not significant until the file status is completed. Also, exemption records and DD214 records submitted on the same line of the CSV Format are counted separately.
d. If there is a number greater than 0 in the rejected column, click on the number to view the record error report. It should look like the screenshot above:

Texas Veterans Commission

Hazlewood Program

003646 Hazlewood Hours Submission Report

Submission Date: 7/10/2020

Submitted By: raghu.b

File name: fall 2020.csv

Records In Error: 18 / 19

3646 raghu.b   Log off

Data Record: 1

Student ID: XXXXXXXXXXX	Date of Birth: 04151988	
Last Name: Harris	First Name: Savannah	MI: J
Zip Code: 787447116	Resident: Y	Relation: 0
Dependent: N	In Default: N	
Year: 2020	Semester: 1	Hours Type: 1
Hazlewood Hours: 6	Federal Hours: 0	Dollar Value: 0002561.67
Service Member ID: XXXXXXXXXXX	Date of Birth: 04151988	
Last Name: Harris	First Name: Michael	MI: J
Zip Code: 794130000	Meets Initial Time of Entry Requirement: Y	

Errors:
- Service Member SSN and Student ID do NOT match, Relationship cannot be 0
- DD214 Servicemember has no Hazlewood record

Data Record: 2

Student ID: XXXXXXXXXXX	Date of Birth: 04011980	
Last Name: McFadden	First Name: Steven	MI:
Zip Code: 794234447	Resident: Y	Relation: 0
Dependent: N	In Default: N	
Year: 2020	Semester: 1	Hours Type: 1
Hazlewood Hours: 9	Federal Hours: 0	Dollar Value: 0003831.50
Service Member ID: XXXXXXXXXXX	Date of Birth: 04011980	
Last Name: McFadden	First Name: Hany	MI:
Zip Code: 794166009	Meets Initial Time of Entry Requirement: Y	

Errors:
- Service Member SSN and Student ID do NOT match, Relationship cannot be 0
- DD214 Servicemember has no Hazlewood record

e. Use your browser menu to save or print this report as needed.

The Submission Report

After submitting records, either by web form or by file upload, you may want to verify that the data is correct for records   that have been accepted. To access the submission report page:

1. Log in (see Logging in). Upon successful log in, you should be taken to a page that has link buttons for "Submission Report", "Web Form" and "File Upload".
2. Click on the "Submission Report" link. You will be taken to a page that looks like the screenshot below:

Submission Report

3646 raghu.b   Log off

Academic/Fiscal Year

2020

Semester

1 - Fall

Student SSN (leave blank to see all)

[Go] [Download Data]

3. Enter the academic year and semester of the records you wish to inspect and click the "Go" button.
4. If there are no records found, you will see a "No records found" message. If there are records found, it will look like the screenshot above:

Submission Report

3646 raghu.b   Log off

Academic/Fiscal Year

2020

Semester

1 - Fall

Student SSN (leave blank to see all)

[ ] Go   Download Data

	Recipient SSN	Name	Hazlewood Hours	Federal Hours	Value Of Exemption	Type of hours	Submitted By
Detail	XXXXXXXXXX	Ngo, Lam T	6	0	3209.90	Standard	raghu.b
Detail	XXXXXXXXXX	Keating, Mary E	12	0	4037.80	Legacy	sam.cook
Detail	XXXXXXXXXX	Baker, Melana R	18	0	5634.70	Legacy	raghu.b

5. If you wish to view all information about the record click on the "Detail" button associated with the record. You should see the row expand like the screenshot below:

Academic/Fiscal Year

2020

Semester

1 - Fall

Student SSN (leave blank to see all)

[ ] Go   Download Data

	Recipient SSN	Name	Hazlewood Hours	Federal Hours	Value Of Exemption	Type of hours	Submitted By
Delete Update Cancel	Recipient SSN XXXXXXXXXX Recipient Last Name Ngo Recipient First Name Lam Recipient Middle Initial T Recipient Zip Code 770650000 Recipient Date of Birth 1/14/1983 Hazlewood Hours Used 6 Federal Hours Used 0 Type of Hours Used Standard Value of Exemption 3209.90 Relation to Service Member Self Is Recipient a Dependent N Is In Student Loan Default N Is Texas Resident Y Service Member SSN XXXXXXXXXX Service Member Date of Birth 1/14/1983 Service Member Last Name Ngo Service Member First Name Lam Service Member Middle Initial T Service Member Zip Code 770650000 Is Time of Entry Requirement Met Y Submit Date 6/8/2020 Submitted by raghu.b File Id Web form Record index Web form						
Detail	XXXXXXXXXX	Keating, Mary E	12	0	4037.80	Legacy	sam.cook
Detail	XXXXXXXXXX	Baker, Melana R	18	0	5634.70	Legacy	raghu.b
Detail	XXXXXXXXXX	Gathright, Maddison C	7	0	2322.55	Legacy	sam.cook

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a. Ignore the column headers when viewing details as the field are oriented vertically to fit all record data.
b. To delete the record, click on the "Delete" button.
c. Click the "Cancel" button to dismiss the detail view and return to the summary view.
d. To alter fields of the record, click on the "Update" button. You will be taken to a page that looks like the screenshot below:

Submit Exemption Report

Enter all required fields and click submit. Correct any errors until accepted.

Recipient SSN (#########)

█████████

Recipient last name

Clement

Recipient first name

Piddington

Recipient middle initial

L

Recipient Zip code

788610000

       i. See "The Submission Report" for instruction on this page.

      ii. NOTE: The fields are pre-populated with data of the record you wished to update. Therefor, you will not be able to change the recipient SSN, fiscal year and semester of the award. If these fields are what you wanted, to change, you will have to delete this record and enter a new one.

6. The "Download Data" button, downloads a comma-separated-values (CSV) file of all records in the report term. It has all the fields of the record and an additional field that is the total Hazlewood hours used for that student for that term. Popular spreadsheet applications should be able to import this file.

Viewing Student and Veteran Hours

It may be necessary to view the award history of a recipient. This is needed, for example, when verifying the number of Hazlewood hours the student has received. Similarly, hours used and DD214 information associated with a veteran may also be viewed. To view student and veteran's award history, the user must have the reviewer role. This will allow you to view student hours.

1. Log in (see Logging in). You should be taken to a page that looks like the screenshot below:

2. Click on the "Student Hours" link button. You should be taken to a page like the screenshot below:

3. Enter the student SSN in the text box and click on the "Find" button.
   a. If no student with the entered SSN is found, a "No Records Found" message or similar will be displayed.
   b. If there are records found, you should see a table like the screenshot below:

Student Records

Student SSN: 901201697   Find

Full Name: Laria, Rosselle B
Date of Birth: 1/14/1954
Total Hours used: 8

Academic Year	Semester	Hazlewood Hours	Federal Hours	Value Of Exemption	Type of Hours	Institution
2012	Fall	8	8	100.48	Death	123456

4. Similarly, click on "Veteran Hours" in step 2 to view veteran hours and DD214 information. You should see something like the screenshot below:

Veteran Records

Veteran SSN: ********** [Find]

Full Name: ▓▓▓▓▓K
Date of Birth: 12/21/1981

Cummulative Service: 7 years; 0 months; 2 days

Home of record city	Home of record state	Place of entry city	Place of entry state	Entry date	Separation date	Years	Months	Days	Branch	Component	Character of service
El Paso	TX	El Paso	TX	12/21/1988	12/21/1989	1	1	1	Navy	ActiveRegular	Uncharacterized
Austin	TX	Austin	TX	12/21/1990	12/21/1994	4	0	0	Army	Reserve	Honorable
Houston	TX	Houston	TX	12/21/1996	12/21/1998	1	11	1	CoastGuard	ActiveRegular	General

Total Standard or Legacy Hours used: 34

Student	Academic Year	Semester	Hazlewood Hours	Federal Hours	Value Of Exemption	Type of Hours	Institution
▓▓▓K	2009	Fall	6	0	0.00	Standard	DCCCD RICHLAND COLLEGE (Historical-No Longer Used) (008504)

   a.   NOTE: Total hours is only for Standard or Legacy hours.

The Revoke Hours work flow

1. Click on menu item to navigate to the "Revoke Hours" screen

| User Roles | Student hours | Veteran hours | Submit DD214 | Submit Exemption | File upload | Submission Report | Revoke Hours |

2. The landing page will allow IHE user to search the legacy student by associated Veteran's SSN number.
   a. By providing SSN number IHE user can pull the Veteran and associated student's data as show in the diagram.

Revocation Hours

003634 rag.b   Log off

Search by veteran's SSN

Veteran SSN: XXXXXXXXX   Find

Veteran's Details

Name: Davis, Grant M

SSN#: XXXXXXXXX

Date of Birth: 03-03-1973

Cummulative Service: 1 years; 0 months; 0 days

Total Legacy Hours used: 92

Exemption Hours

Student	Academic Year	Semester	Hazlewood Hours	Value Of Exemption	Type of Hours	Date Of Birth	FICE Code	Revoke Status (Y/N)	Revoke / Retract Hours
Davis, Christian P	2014	2	12	1640.00	2	07-22-1995	3628	No	↩ ↪
Davis, Andrew A	2018	2	13	2158.00	2	02-27-1997	3634	No	↩ ↪
Davis, Andrew A	2018	3	12	1992.00	2	02-27-1997	3634	No	↩ ↪
Davis, Christian P	2019	1	13	2327.50	2	07-22-1995	3634	No	↩ ↪
Davis, Christian P	2019	2	12	2100.00	2	07-22-1995	3634	No	↩ ↪
Davis, Andrew A	2019	3	9	1944.00	2	02-27-1997	3634	No	↩ ↪
Davis, Christian P	2020	1	12	2184.00	2	07-22-1995	3634	No	↩ ↪
Davis, Andrew A	2020	2	9	2025.00	2	02-27-1997	3634	No	↩ ↪

3. Now the hours can be revoked by clicking on the icon displayed under "Revoke / Retract Hours" grid column.

Exemption Hours

Student	Academic Year	Semester	Hazlewood Hours	Value Of Exemption	Type of Hours	Date Of Birth	FICE Code	Revoke Status (Y/N)	Revoke / Retract Hours
Davis, Christian P	2014	2	12	1640.00	2	07-22-1995	3628	No	↰ ↱
Davis, Andrew A	2018	2	13	2158.00	2	02-27-1997	3634	No	↰ ↱
Davis, Andrew A	2018	3	12	1992.00	2	02-27-1997	3634	No	↰ ↱
Davis, Christian P	2019	1	13	2327.50	2	07-22-1995	3634	No	↰ ↱
Davis, Christian P	2019	2	12	2100.00	2	07-22-1995	3634	No	↰ ↱
Davis, Andrew A	2019	3	9	1944.00	2	02-27-1997	3634	No	↰ ↱
Davis, Christian P	2020	1	12	2184.00	2	07-22-1995	3634	No	**↰** ↱
Davis, Andrew A	2020	2	9	2025.00	2	02-27-1997	3634	No	↰ ↱

4. By clicking on the "Revoke / Retract Hours" button the revocation will be displayed as a modal pop-up form. The IHE user will fill out the required details and submit the form.
   a. You must enter phone number and email as they are mandatory data for revocation form.
   b. Click on the "Save Changes" button to get the data updated on to the database

Revocation form for Exemption Hours   ✕

Veteran's details

SSN#:
454156266

Last Name:
DIAMOND

First Name :
MICHAEL

Middle Name :
A

Date Of Birth :
01-18-1957

Street:

City:

State:

Zip:
751420000

Phone Number:

Please enter phone number

Email address:

Please enter email address

Child's details

SSN#:

█████████

Last Name:

Ramirez

First Name :

Steven

Middle Name :

Date Of Birth :

07-27-1995

Legacy child hazlewood hours details

Hazlewood Hours:

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☑ Revoke hazlewood hours

Close   Save changes

5. After clicking on the "Save Changes" button the following confirmation message will appear on the screen. Also, you can see the revoke status updated to 'Yes' in the exemption hours grid.

Revocation form is successfully submitted !

Exemption Hours

Student	Academic Year	Semester	Hazlewood Hours	Value Of Exemption	Type of Hours	Date Of Birth	FICE Code	Revoke Status (Y/N)	Revoke / Retract Hours
Davis, Christian P	2014	2	12	1640.00	2	07-22-1995	3628	No	↶ ↷
Davis, Andrew A	2018	2	13	2158.00	2	02-27-1997	3634	No	↶ ↷
Davis, Andrew A	2018	3	12	1992.00	2	02-27-1997	3634	No	↶ ↷
Davis, Christian P	2019	1	13	2327.50	2	07-22-1995	3634	No	↶ ↷
Davis, Christian P	2019	2	12	2100.00	2	07-22-1995	3634	No	↶ ↷
Davis, Andrew A	2019	3	9	1944.00	2	02-27-1997	3634	No	↶ ↷
Davis, Christian P	2020	1	12	2184.00	2	07-22-1995	3634	Yes	↶ ➔
Davis, Andrew A	2020	2	9	2025.00	2	02-27-1997	3634	No	↶ ↷

6. Basically, if you want to toggle the revoke /retract status just click on the arrow button.

Revocation hours is retracted successfully !

Exemption Hours

| Student	Academic Year	Semester	Hazlewood Hours	Value Of Exemption	Type of Hours	Date Of Birth	FICE Code	Revoke Status (Y/N)	Revoke / Retract Hours
Davis, Christian P	2014	2	12	1640.00	2	07-22-1995	3628	No	↰ ↱
Davis, Andrew A	2018	2	13	2158.00	2	02-27-1997	3634	No	↰ ↱
Davis, Andrew A	2018	3	12	1992.00	2	02-27-1997	3634	No	↰ ↱
Davis, Christian P	2019	1	13	2327.50	2	07-22-1995	3634	No	↰ ↱
Davis, Christian P	2019	2	12	2100.00	2	07-22-1995	3634	No	↰ ↱
Davis, Andrew A	2019	3	9	1944.00	2	02-27-1997	3634	No	↰ ↱
Davis, Christian P	2020	1	12	2184.00	2	07-22-1995	3634	No	↰ ↱
Davis, Andrew A	2020	2	9	2025.00	2	02-27-1997	3634	No	↰ ↱

STUDENT DATA FILE LAYOUT

(FIXED-LENGTH TEXT FILE)

Header Record Format

Item #	Field Name	Type	Length	Description
1	Record Code	Character	2	Should always be "@H" for the header record
2	Report Type	Character	4	Should always be "HAZL"
3	FICE Code	Numeric	6	This is the 6-digit school identifier
4	Submission Date	Numeric	8	Date file is submitted. Format: MMDDYYYY
5	Reporting Year	Numeric	4	This is the 4-digit State Fiscal Year for the semester being reported.
6	Filler	Character	1	Should always be left blank
7	Description	Character	50	Should always be "Hazlewood Report"

Trailer Record Format

Item #	Field Name	Type	Length	Value
1	Record Code	Character	2	Should always be "@T" for the trailer record
2	Trailer ID	Character	3	Should always be "EOF"
3	Total Record Count	Numeric	5	Total count of data records in file. Must match the total number of data records or the file will be rejected.

The trailer record contains a record count of the actual number of data records (not including the header and trailer records) in the file. The record count will be used to verify that all records were transferred through the communication system.

Data Record Structure

Field	Type	Length	Field Description
1	Character	2	Record Code
2	Character	9	Recipient SSN Number
3	Character	30	Recipient's Last Name
4	Character	30	Recipient's First Name
5	Character	1	Recipient's Middle Initial
6	Numeric	9	Recipient's Zip Code
7	Numeric	8	Recipient's Date of Birth
8*	Numeric	4	* Fiscal Year of "Award" *
9	Numeric	1	Semester of "Award"
10	Numeric	2	Hazlewood Hours Used
11	Numeric	2	Federal Hours Used
12	Numeric	1	Type of Hours Used
13	Numeric	7	Value of Exemption
14	Numeric	1	Relation to Service Member
15	Character	1	Is Recipient a Dependent?
16	Character	1	Is Recipient /Service Member in Default on a student loan?
17	Character	1	Is Child/Spouse a Current Texas Resident? Is Veteran Currently Residing in Texas?
18	Numeric	9	Service Member's SSN
19	Numeric	8	Service Member's Date of Birth
20	Character	30	Service Member's Last Name
21	Character	30	Service Member's First Name
22	Character	1	Service Member's Middle Initial
23	Numeric	9	Service Member's Zip Code
24	Character	1	Does Service Member Meet Initial Time of Entry Requirement?

* (# 8) Fiscal Year Example:

- The academic/fiscal year and the calendar year differ as it pertains to the fall semester. The fall term academic/fiscal year will be one year behind the actual calendar year. The academic/ fiscal year and the calendar year for the spring and summer semesters remain the same. For example, Fall academic/ fiscal year 2020 = (Fall calendar year 2019, Spring Calendar year 2020 and Summer Calendar year 2020).

- Fiscal year 2020 = (fall 2019, spring 2020, and summer 2020)

Hazlewood Exemption Data Record Format

EVERY DATA ELEMENT MUST BE INCLUDED IN EVERY RECORD OF YOUR FILE
YOUR FILE MUST BE IN A FIXED-LENGTH TEXT FORMAT

Data Element (Field)	Field Layout	Instructions	Edit Checks	Error Listing Messages
1. Record Code	xx	Alphanumeric; left justified; 2 characters *Enter "@D" for every detail record*	Error if left blank Error if <> "@D"	E: blank field E: invalid entry
2. Recipient SSN Number	xxxxxxxxx	Numeric; right justified; 9 characters Do NOT use dashes or slashes. *You must enter the recipient's SSN, which is the standard for all reports submitted to the Coordinating Board to ensure data integrity and consistency.*	Error if left blank	E: blank field
3. Recipient's Last Name	xxxxxxxxx xxxxxxxxx xxxxxxxxx xxx	Alphabetic; left justified; 30 letters Upper- or Lower-case acceptable	Error if numeric Error if left blank	E: non-alphabetic E: blank field
4. Recipient's First Name	xxxxxxxxx xxxxxxxxx xxxxxxxxx xxx	Alphabetic; left justified; 30 letters Upper- or Lower-case acceptable	Error if numeric Error is left blank	E: non-alphabetic

Data Element (Field)	Field Layout	Instructions	Edit Checks	Error Listing Messages
5. Recipient's Middle Initial	x	Alphabetic; left justified; 1 letter Upper- or Lower-case acceptable	Error if numeric	E: non-alphabetic
6. Recipient's Zip Code of Address	999999999	Numeric; right justified; 9 digits *If last 4 digits are unknown, enter "0000"*	Error if not numeric Error if left blank	E: non-numeric E: blank field
7. Recipient's Date of Birth	mmddyyyy	Numeric; right justified; 8 digits <u>Do NOT use dashes or slashes.</u> *Enter the 2-digit month, 2-digit day and the 4-digit year* *month range 01 through 12* *day range 01 through 31*	Error if not numeric Error if left blank Error if mm is out of range of 1-12 Error if dd is out of range of 1-31	E: non-numeric E: blank field E: month out of range E: day out of range
8. Fiscal Year of Recipient's "AWARD" **FY 2015**	9999	Numeric, right justified; 4 digits *Enter the four digit fiscal year in which the recipient received this award*	Error if alphabetic Error if left blank	E: non-numeric E: blank field E: invalid entry

Data Element (Field)	Field Layout	Instructions	Edit Checks	Error Listing Messages
9. Semester of Recipient's "AWARD"	9	Numeric; right justified; 1 digit 1 = Fall 2 = Spring 3 = Summer I 4 = Summer II	Error if not numeric Error if left blank Error if < 1 or > 4	E: non-numeric E: blank field E: invalid entry
10. Hazlewood Hours Used	99	Numeric; right justified; 2 digits *Enter the number of enrolled hours covered by the Hazlewood Exemption* *Use a leading "0" if hours are fewer than 10*	Error if not numeric Error if left blank	E: non-numeric E: blank field
11. Federal Hours Used	99	Numeric; right justified; 2 digits *Enter the number of enrolled hours covered by a federal program* *Use a leading "0" if hours are fewer than 10*	Error if not numeric Error if left blank	E: non-numeric E: blank field

Data Element (Field)	Field Layout	Instructions	Edit Checks	Error Listing Messages
12. Type of Hours Used	9	Numeric; right justified; 1 digit 1 = Standard Hazlewood hours (Service Member is the Recipient) 2 = Transferred Hazlewood hours (i.e. "Legacy") 3 = Death of Service Member 4 = Disability (100%) of Service Member	Error if not numeric Error if left blank Error if < 1 or > 4	E: non-numeric E: blank field E: invalid entry
13. Value of Hazlewood Exemption	9999999	Numeric; right justified; 7 digits, including two decimal places Do NOT use a decimal point. Example: 0152400 (*This entry describes an exemption amount of $1524.00*) *Enter the monetary amount exempted by the Hazlewood Exemption. Use leading "0's" if amount is less than 1000*	Error if not numeric Error if left blank	E: non-numeric E: blank field

Data Element (Field)	Field Layout	Instructions	Edit Checks	Error Listing Messages
14. Recipient's Relation to Service Member	9	Numeric; right justified; 1 digit 0 = Self (Recipient is the Service Member) 1 = Biological child 2 = Adopted child 3 = Step-child 4 = Spouse 5 = Claimed as dependent on taxes	Error if not numeric Error if left blank Error if < 0 or > 5	E: non-numeric E: blank field E: invalid entry
15. Is Recipient a Dependent of Service Member?	x	Alphabetic; right justified; 1 letter Y = Yes N = No	Error if numeric Error if left blank Error if <> "Y" or "N"	E: non-alphabetic E: blank field E: invalid entry
16. Is Recipient /Service Member in Default on a student loan?	x	Alphabetic; right justified; 1 letter Y = Yes N = No	Error if numeric Error if left blank Error if <> "Y" or "N" Error if "Y"	E: non-alphabetic E: blank field E: invalid entry E: ineligible recipient

Data Element (Field)	Field Layout	Instructions	Edit Checks	Error Listing Messages
17. Is Child/Spouse a Current Texas Resident? Is Veteran Currently Residing in Texas?	x	Alphabetic; right justified; 1 letter Y = Yes N = No	Error if numeric Error if left blank Error if <> "Y"	E: non-alphabetic E: blank field E: ineligible recipient
18. Service Member's SSN	999999999	Numeric; right justified; 9 digits Do NOT use dashes or slashes. *You must enter the service member's SSN, which is the standard for all reports submitted to the Coordinating Board to ensure data integrity and consistency.*	Error if not numeric Error if left blank	E: non-numeric E: blank field
19. Service Member's Date of Birth	99999999	Numeric; right justified; 8 digits (mmddyyyy) Do NOT use dashes or slashes.	Error if not numeric Error if left blank	E: non-numeric E: blank field
20. Service Member's Last Name	xxxxxxxxx xxxxxxxxx xxxxxxxxx xxx	Alphabetic; left justified; 30 letters Upper- or Lower-case acceptable	Error if numeric Error if left blank	E: non-alphabetic E: blank field

Data Element (Field)	Field Layout	Instructions	Edit Checks	Error Listing Messages
21. Service Member's First Name	xxxxxxxxx xxxxxxxxx xxxxxxxxx xxx	Alphabetic; left justified; 30 letters Upper- or Lower-case acceptable	Error if numeric Error is left blank	E: non-alphabetic E: blank field
22. Service Member's Middle Initial	x	Alphabetic; left justified; 1 letter Upper- or Lower-case acceptable	Error if numeric	E: non-alphabetic
23. Service Member's Zip Code of Address	999999999	Numeric; right justified; 9 digits *If last 4 digits are unknown, enter "0000"*		
24. Does Service Member Meet Initial Time of Entry Requirement?	X	Alphabetic, right-justified; 1 letter Y = Yes N = No	Error if numeric Error if left blank Error if <> "Y"	E: non-alphabetic E: blank field E: ineligible recipient

CSV Format for the Submission of Hazlewood and Servicemember Records

The CSV Format is designed to serve dual purposes for submitting Hazlewood exemption records and for submitting certain service member information associated with those records. The format is based on the existing format specified by the Texas Higher Education Coordinating Board (THECB Format) for submitting Hazlewood records. The format is comma separated values file. In Excel, this is usually the .csv (MS-DOS) file type. More technically, the format conforms with RFC 4180 for the text/csv MIME type. This document describes the fields of the CSV Format and provide an overview of its processing.

This format does not replace the existing fixed-length THECB Format. TVC will continue to process Hazlewood records submitted in that format.

Fields 2 - 24 are Hazlewood exemption record fields. Fields 18 - 22 and 25 - 36 are service member information record fields.

- A header is not necessary and lines that do not have @D in field 1 will be ignored.
- To submit a Hazlewood exemption record only, fields 2 - 24 must be non-empty and fields 25 - 36 must be empty.
- To submit a service member information record only, fields 18 - 22, 25 - 36 must be non-empty and fields 2 - 17, 23 - 24 must be empty.
- To submit both a Hazlewood record and associated service member information, fields 2 - 36 must be non-empty.
- Fields may not be enclosed in double quotes.
- A service member information record will be rejected with in an error if an existing Hazlewood record with matching fields 18, 19 and 21 cannot be found.
- Multiple service member information records may be submitted for each service member. Records with entry (field 29) and separation (field 30) dates that overlap those dates in existing records will be rejected with an error.

CSV Format Data Record Structure

Field	Type	Maximum Length	Field Description
1	Character	2	Record Code
2	Character	9	Recipient's SSN Number
3	Character	30	Recipient's Last Name
4	Character	30	Recipient's First Name
5	Character	1	Recipient's Middle Initial
6	Numeric	9	Recipient's Zip Code
7	Numeric	8	Recipient's Date of Birth
8	Numeric	4	**Fiscal Year** of "Award" * (see example below)
9	Numeric	1	Semester of "Award"
10	Numeric	2	Hazlewood Hours Used
11	Numeric	2	Federal Hours Used
12	Numeric	1	Type of Hours Used
13	Numeric	7	Value of Hazlewood Exemption
14	Numeric	1	Recipient's Relation to Service Member
15	Character	1	Is Recipient a Dependent of a Service Member?
16	Character	1	Is Recipient/Service Member in Default on a Student Loan?
17	Character	1	Is Child/Spouse a Current Texas Resident? Is Veteran Currently Residing in Texas?
18	Numeric	9	Service Member's SSN

19	Numeric	8	Service Member's Date of Birth
20	Character	30	Service Member's Last Name
21	Character	30	Service Member's First Name
22	Character	1	Service Member's Middle Initial
23	Numeric	9	Service Member's Zip Code
24	Character	1	Does Service Member Meet Initial Time of Entry Requirement?
25	Character	30	Home of Record city
26	Character	2	Home of Record state; 2 digit postal abbreviation
27	Character	30	Place of Entry city
28	Character	2	Place of Entry state; 2 digit postal abbreviation
29	Numeric	8	Entry Date
30	Numeric	8	Separation Date
31	Numeric	2	Net Active Service year(s)
32	Numeric	2	Net Active Service month(s)
33	Numeric	2	Net Active Service day(s)
34	Numeric	1	Branch (Army, Air Force, Navy, Marine, Coast Guard)
35	Numeric	1	Component (Active, Reserve, National Guard)
36	Numeric	1	Character of Service (honorable, other than honorable, dishonorable, general, bad conduct, uncharacterized)

Hazlewood Exemption and Veteran Data Record Format

Data Element (Field)	Instructions	Edit Checks	Error Listing Messages
1. Record Code	Alphanumeric; 2 characters *Enter "@D" for every detail record*	Error if left blank Error if <> "@D"	E: blank field E: invalid entry
2. Recipient SSN Number	Numeric; empty or 9 characters <u>Do NOT use dashes or slashes.</u> *You must enter the recipient's SSN, which is the standard for all reports submitted to the Coordinating Board to ensure data integrity and consistency.*	Error if left blank	E: blank field
3. Recipient's Last Name	Alphabetic; empty or up to 30 letters Upper- or Lower-case acceptable	Error if numeric Error if left blank	E: non-alphabetic E: blank field
4. Recipient's First Name	Alphabetic; empty or up to 30 letters Upper- or Lower-case acceptable	Error if numeric Error is left blank	E: non-alphabetic
5. Recipient's Middle Initial	Alphabetic; empty or 1 letter Upper- or Lower-case acceptable	Error if numeric	E: non-alphabetic
6. Recipient's Zip Code of Address	Numeric; empty or 9 digits *If last 4 digits are unknown, enter "0000"*	Error if not numeric Error if left blank	E: non-numeric E: blank field

7. Recipient's Date of Birth	Numeric; empty or 8 digits
	
	<u>Do NOT use dashes or slashes.</u>
	
	Enter the 2-digit month, 2-digit day and the 4-digit year
	
	    month range 01 through 12
	
	     day range 01 through 31
		Error if not numeric
		
		Error if left blank
		
		Error if mm is out of range of 1-12
		
		Error if dd is out of range of 1-31
			E: non-numeric
			
			E: blank field
			
			E: month out of range
			
			E: day out of range

Data Element (Field)	Instructions	Edit Checks	Error Listing Messages
8. **Fiscal Year** of Recipient's "AWARD"	Numeric, empty or 4 digits *Enter the four digit fiscal year in which the recipient received this award*	Error if alphabetic Error if left blank	E: non-numeric E: blank field E: invalid entry
9. Semester of Recipient's "AWARD"	Numeric; empty or 1 digit 1 = Fall 2 = Spring 3 = Summer I 4 = Summer II	Error if not numeric Error if left blank Error if < 1 or > 4	E: non-numeric E: blank field E: invalid entry
10. Hazlewood Hours Used	Numeric; empty or 2 digits *Enter the number of enrolled hours covered by the Hazlewood Exemption*	Error if not numeric Error if left blank	E: non-numeric E: blank field
11. Federal Hours Used	Numeric; empty or up to 2 digits *Enter the number of enrolled hours covered by a federal program*	Error if not numeric Error if left blank	E: non-numeric E: blank field
12. Type of Hours Used	Numeric; empty or 1 digit 1 = Standard Hazlewood hours (Service Member is the Recipient) 2 = Transferred Hazlewood hours (i.e. "Legacy") 3 = Death of Service Member 4 = Disability (100%) of Service Member	Error if not numeric Error if left blank Error if < 1 or > 4	E: non-numeric E: blank field E: invalid entry

Data Element (Field)	Instructions	Edit Checks	Error Listing Messages
13. Value of Hazlewood Exemption	Numeric; empty or 7 digits, including two decimal places Do NOT use a decimal point. Example: 0152400 (*This entry describes an exemption amount of $1524.00*) *Enter the monetary amount exempted by the Hazlewood Exemption. Use leading "0's" if amount is less than 1000*	Error if not numeric Error if left blank	E: non-numeric E: blank field
14. Recipient's Relation to Service Member	Numeric; empty or 1 digit 0 = Self (Recipient is the Service Member) 1 = Biological child 2 = Adopted child 3 = Step-child 4 = Spouse 5 = Claimed as dependent on taxes	Error if not numeric Error if left blank Error if < 0 or > 5	E: non-numeric E: blank field E: invalid entry
15. Is Recipient a Dependent of Service Member?	Alphabetic; empty or 1 letter Y = Yes N = No	Error if numeric Error if left blank Error if <> "Y" or "N"	E: non-alphabetic E: blank field E: invalid entry
16. Is Recipient/Service Member in Default on a Student Loan?	Alphabetic; empty or 1 letter Y = Yes N = No	Error if numeric Error if left blank Error if <> "Y" or "N" Error if "Y"	E: non-alphabetic E: blank field E: invalid entry E: ineligible recipient

Data Element (Field)	Instructions	Edit Checks	Error Listing Messages
17. Is Child/Spouse a Current Texas Resident? Is Veteran Currently Residing in Texas?	Alphabetic; empty or 1 letter Y = Yes N = No	Error if numeric Error if left blank Error if <> "Y"	E: non-alphabetic E: blank field E: ineligible recipient
18. Service Member's SSN	Numeric; empty or 9 digits <u>Do NOT use dashes or slashes.</u> *You must enter the service member's SSN, which is the standard for all reports submitted to the Coordinating Board to ensure data integrity and consistency.*	Error if not numeric Error if left blank	E: non-numeric E: blank field
19. Service Member's Date of Birth	Numeric; empty or 8 digits (mmddyyyy) <u>Do NOT use dashes or slashes.</u> *Enter the 2-digit month, 2-digit day and the 4-digit year* *month range 01 through 12* *day range 01 through 31*	Error if not numeric	E: non-numeric
20. Service Member's Last Name	Alphabetic; empty or up to 30 letters Upper- or Lower-case acceptable	Error if numeric	E: non-alphabetic
21. Service Member's First Name	Alphabetic; empty or up to 30 letters Upper- or Lower-case acceptable	Error if numeric	E: non-alphabetic
22. Service Member's Middle Initial	Alphabetic; empty or 1 letter Upper- or Lower-case acceptable	Error if numeric	E: non-alphabetic
23. Service Member's Zip Code of Address	Numeric; empty or 9 digits *If last 4 digits are unknown, enter "0000"*		

Data Element (Field)	Instructions	Edit Checks	Error Listing Messages
24. Does Service Member Meet Initial Time of Entry Requirement?	Alphabetic, empty or 1 letter Y = Yes N = No	Error if numeric Error if not "Y" or "N"	E: non-alphabetic E: ineligible recipient
25. Home of Record city	Alphabetic; empty or up to 30 letters Upper- or Lower-case acceptable Use NOT SPECIFIED for unknown city	Error if numeric	E: non-alphabetic
26. Home of Record state	Alphabetic; empty or 2 letters Upper- or Lower-case acceptable Two letter US Postal Service abbreviation; Use ZZ for unknown or foreign countries.	Error if numeric Error if not a valid state	E: non-alphabetic E: not a valid state
27. Place of Entry city	Alphabetic; empty or up to 30 letters Upper- or Lower-case acceptable Use NOT SPECIFIED for unknown city	Error if numeric	E: non-alphabetic
28. Place of Entry state	Alphabetic; empty or 2 letters Upper- or Lower-case acceptable Two letter US Postal Service abbreviation; Use ZZ for unknown or foreign countries.	Error if numeric Error if not a valid state	E: non-alphabetic E: not a valid state

29. Entry Date	Numeric; empty or 8 digits (mmddyyyy) Do NOT use dashes or slashes. *Enter the 2-digit month, 2-digit day and the 4-digit year* *month range 01 through 12* *day range 01 through 31*	Error if not numeric Error if left blank Error if mm is out of range of 1-12 Error if dd is out of range of 1-31	E: non-numeric E: blank field E: month out of range E: day out of range

Data Element (Field)	Instructions	Edit Checks	Error Listing Messages

30. Separation Date	Numeric; empty or 8 digits (mmddyyyy)
	
	Do NOT use dashes or slashes.
	
	Enter the 2-digit month, 2-digit day and the 4-digit year
	
	   month range 01 through 12
	
	   day range 01 through 31
		Error if not numeric
		
		Error if left blank
		
		Error if mm is out of range of 1-12
		
		Error if dd is out of range of 1-31
			E: non-numeric
			
			E: blank field
			
			E: month out of range
			
			E: day out of range

31. Net Active Service year(s)	Numeric; empty or up to 2 digits	Error if not numeric Error if < 0 or > 99	E: non-numeric
32. Net Active Service month(s)	Numeric; empty or up to 2 digits	Error if not numeric Error if < 0 or > 12	E: non-numeric
33. Net Active Service days(s)	Numeric; empty or up to 2 digits	Error if not numeric Error if < 0 or > 30	E: non-numeric
34. Branch	Numeric; empty or 1 digit 1 Army 2 Air Force 3 Navy 4 Marine Corps 5 Coast Guard	Error if not numeric Error if < 1 or > 5	E: non-numeric E: out range
35. Component	Numeric; empty or 1 digit 1 Active/Regular 2 Reserve 3 National Guard	Error if not numeric Error if < 1 or > 3 Error if 3 and field 34 > 2	E: non-numeric

Data Element (Field)	Instructions	Edit Checks	Error Listing Messages
36. Character of Service	Numeric; empty or 1 digit 1 Honorable 2 Other than Honorable 3 Dishonorable 4 General 5 Bad Conduct 6 Uncharacterized	Error if not numeric Error if < 1 or > 6	E: non-numeric E: out range